



## RESIDENT RESEARCH GRANT APPLICATION GUIDELINES

Research grant applications will be considered only if submitted in the exact format of the official AAFP Foundation Grant application form. Proposals will be returned if they do not strictly adhere to the page limit and formatting requirements. **Proposals must be typed using font size 12. Page limits are indicated for each section.**

NOTE: The principal investigator must be a **member of the AAFP.**

### **ELECTRONIC SUBMISSION REQUIRED**

One copy of the completed application and appendices **formatted** appropriately for **Microsoft Word (doc. file)** must be **e-mailed to [smorantz@aafp.org](mailto:smorantz@aafp.org)** or sent on **CD**. (The Application in MS Word format is available by e-mail request to [smorantz@aafp.org](mailto:smorantz@aafp.org).) **Attachments such as charts and photographs from other sources will be accepted as pdfs.**

In addition, **mail** the original copy of the completed application and appendices to:

Chair, Research Committee (RC)  
Attention: Susie Morantz  
AAFP FOUNDATION,  
11400 Tomahawk Creek Parkway  
Suite 440  
Leawood, KS 66211-2672

### **Please review these instructions and follow them closely in the preparation of the grant application.**

These instructions parallel the items in the grant application and are so identified.

- A. TITLE OF THE PROJECT** – The title should be brief and descriptive of the intent of the proposed project.
- B. NAME, TITLE, OFFICE ADDRESS, TELEPHONE NUMBER, E-MAIL AND AAFP ID NUMBER OF THE RESIDENT INVESTIGATOR** – Provide the name, title, office address, phone, e-mail and AAFP ID number for the investigator.
- C. NAME, TITLE, OFFICE ADDRESS, TELEPHONE NUMBER, E-MAIL OF THE MENTOR(S)** – Provide the name, title, office address, phone, e-mail for each mentor involved in the project.
- D. TOTAL AMOUNT OF GRANT FUNDS BEING APPLIED FOR FROM THE AAFP/F** – Specify the amount of AAFP/F grant funds being applied for.
- E. PROPOSED LENGTH OF TIME FOR THE STUDY TO BE COMPLETED** – Indicate the anticipated start date and the completion date.

- F. WILL YOU USE HUMAN SUBJECTS?** – Indicate “Yes” or “No.” If human subjects will be used in the study, refer to Section Q of these guidelines.
- G. APPLICANT AGREEMENT** – All applicants should be aware of and acknowledge their understanding that, in the event an application is approved, the grant award will be contingent upon agreeing to the following conditions:
1. Grant funds must be used exclusively for the purposes and in the manner set forth in the application. If the funds are not used in keeping with the grant application as approved by the AAFP/F, the grant will be voided and the total amount of grant funds awarded returned to the AAFP/F upon demand;
  2. Unexpended grant funds at the conclusion or suspension of the project will be returned to the AAFP/F;
  3. Approval from the AAFP/F must be obtained, in writing, for any re-budgeting of grant funds prior to any re-allocation of grant funds;
  4. Adherence to the timeline set forth in the grant application. If circumstances prevent adherence to the approved timeline, grantee must submit written explanation of those circumstances to AAFP/F and set forth exact date of expected project completion. The timeline will not be considered revised unless and until AAFP/F notifies grantee of AAFP/F's acceptance of the revised expected completion date;
  5. Submission of a report of the final results upon completion;
  6. A final financial report summarizing the expenditure of grant funds will be due upon completion of the project;
  7. Ninety percent (90%) of the grant funds will be distributed upon receipt of an acceptance letter and IRB approval (if applicable).
  8. The final ten percent (10%) of the grant funds will be distributed upon completion of the project and submission of the required final financial report and the final written report;
  9. In the event the research project involves human subjects, the applicant must agree to submit the project to an Institutional Review Board (IRB) and obtain approval for research on human subjects prior to the receipt of funding. Grant funds from the AAFP/F will not be released until a copy of the IRB approval or waiver notification is received by the AAFP/F;
  10. The grantee will acknowledge the grant support of the AAFP/F in any published reports of the project by stating, “Funding was received from the AAFP/F as a Resident Research Grant award. The grantee will also provide the AAFP/F with a copy of any resulting published research articles;
  11. The grantee agrees to abide by any additional condition(s) specified at the time an award notification is made by the AAFP/F.

**H. HYPOTHESIS** – State briefly (**one-third page or less**), the research question and specifically what is expected to be answered by this project.

**I. ABSTRACT** – Summarize the proposed project, in **no more than two-thirds of a page**, outlining succinctly the objectives and methodology. Include a discussion of how the proposed study will lead to the development or completion of a larger project and/or substantive results such as a publication/presentation, etc.

**BACKGROUND, DESIGN AND ANALYSIS SECTIONS** – The applicant should **complete these sections using no more than 2 pages**. Under each section address the information requested:

**J. BACKGROUND** – Provide the following:

1. A statement of the **purpose and specific goals and objectives** of the proposed study and an explanation of the needs or problems it is intended to address.
2. An explanation of **who will benefit from this research study** and how the results of the project will be communicated to those who will benefit.

**K. METHODS** – Provide the following:

1. An explicit and complete description of the proposed research design(s) covering both **what** is to be done and **how** it is to be accomplished. The attempt should be made to use conventional language of research methodology found within the scientific research literature when referring to the design(s), for example, cross-over, cross-sectional study, longitudinal study, randomized clinical trial, double-blind placebo controlled, pilot study, descriptive study, etc.
2. A description of the sample population and the number in the study sample(s) and explain why this is the appropriate population.
3. If a survey is to be used, the instrument **must be included as an appendix**.
4. A timetable for the accomplishment of specific tasks and objectives.

**L. REFERENCE SECTION** – The applicant must provide a bibliography of the references cited in the above section(s).

**M. BUDGET** – Provide a budget with a breakdown of estimated project costs. List the amounts requested from the AAFP/F for all major direct expenses of the project, for example, salaries and wages, payroll taxes and fringe benefits, consultants, computer support, communications, supplies and materials, equipment rental. *Note: The AAFP/F does not provide grant funds for indirect or overhead costs.*

**GUIDELINES FOR SPECIFIC EXPENSE CATEGORIES:**

1. **Salaries and Wages** – All personnel who are to participate in the project should be listed by position and/or title and projected costs for each position. For compensated positions, Indicate the number of hours/days of time/effort the cost figure represents. For non-salaried positions, such as the principal investigator, specify the percent of time/effort devoted to the project.

2. **Payroll Taxes and Fringe Benefits** – If applicable specify the amount and the percent of total salary that taxes and benefits represent.
3. **Consultants** – Specify the type of consultant and associated costs. Indicate the number of hours/days of consulting the figure represents.
4. **Travel** – Specify the type of travel expense (lodging, transportation, meals) and the projected amount. Only travel expenses directly related to the study will be acceptable. *Note: AAFP/F funds cannot be used to support the travel of an investigator to present his/her findings at a professional meeting or seminar.*
5. **Equipment Support** – Specify the type of equipment required and the associated costs. *Note: The AAFP/F funds generally will not be used to support the purchase of equipment. If rental of equipment is necessary, the type and associated cost must be stated. If rental would be more costly than purchase, documentation should be provided to justify purchase.*
6. **Communications** – Specify type of expense (e.g., postage or telephone) and the associated costs.
7. **Supplies and Materials** – Specify the type of expendable supplies and materials and the associated costs.
8. **Other Direct Expenses** – Specify by type and amount any other direct costs not attributable to one of the above classifications.

**N. IRB AND INFORMED CONSENT** – Discuss the ethical implications of this study and how human subjects will be protected. In the event the research involves human subjects, the applicant is asked to briefly describe the requirements that must be met to submit the project to an Institutional Review Board (IRB). **If applicable, include a draft of the informed consent form in the appendix.**

**O. APPENDIX** – In the event the applicant wishes to provide supporting materials such as informed consent form, survey instruments or supporting letters, it is requested that a listing be made on the "Appendix" page of the application with the corresponding page numbers for those appendices. **NOTE:**

1. If a survey or data collection instrument to be used in the project has been developed, a copy must be enclosed along with any information relative to pre-testing results or assumptions used.
2. If the project requires informed consent, a draft of the informed consent form must be included in the appendix of the proposal.

**P. BIOGRAPHICAL SKETCH(ES)** – The applicant is asked to provide a brief biographical sketch for the principal investigator(s) and co-investigator(s).

**For additional information or clarification, you may contact Susie Morantz at the AAFP/F:**

Call 1-800-274-2237, Extension 4470, or e-mail [smorantz@aafp.org](mailto:smorantz@aafp.org)

*The Resident Research Grant program is administered by the AAFP Foundation, the philanthropic arm of the Academy.*